



San Bernardino Associated Governments

472 North Arrowhead Avenue, San Bernardino, CA 92401

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Web: www.sanbag.ca.gov



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- San Bernardino County Transportation Commission •San Bernardino County Transportation Authority
 - San Bernardino County Congestion Management Agency •Service Authority for Freeway Emergencies
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AGENDA

Administrative Committee Meeting

May 12, 2004

9:00 a.m.

Location

SANBAG Office

472 N. Arrowhead Avenue

San Bernardino, CA

Administrative Committee Membership

Chair – SANBAG Vice President

Supervisor Paul Biane
County of San Bernardino

SANBAG President

Mayor Bill Alexander
City of Rancho Cucamonga

SANBAG Past President

Council Member Jim Bagley
City of Twentynine Palms

Mt./Desert Representatives

Council Member Edward (Ted) Burgnon
Town of Apple Valley

Mayor Pro Tem James Lindley
City of Hesperia

Supervisor Dennis Hansberger
County of San Bernardino

East Valley Representatives

Mayor Pro Tem Larry McCallon
City of Highland

Council Member Bob Christman
City of Loma Linda

Supervisor Clifford Young
County of San Bernardino

West Valley Representatives

Council Member Gwenn Norton-Perry
City of Chino Hills

Mayor Paul Eaton
City of Montclair

Supervisor Patti Aguiar
County of San Bernardino

**San Bernardino Associated Governments
County Transportation Commission
County Transportation Authority
Service Authority for Freeway Emergencies
County Congestion Management Agency**

AGENDA

Administrative Committee Meeting

**May 12, 2004
9:00 a.m.**

Location: SANBAG Office, 472 N. Arrowhead Avenue, San Bernardino

CALL TO ORDER 9:00 a.m.
(Meeting Chaired by Supervisor Paul Biane)

- I. Attendance
- II. Announcements
- III. Agenda Notices/Modifications – Anna Aldana

1. Possible Conflict of Interest Issues for the Administrative Committee Meeting May 12, 2004 Pg. 4

Note agenda item contractors, subcontractors and agents which may require member abstentions due to conflict of interest and financial interests. Board Member abstentions shall be stated under this item for recordation on the appropriate item. [adm0405z-dmk.doc](#)

Consent Calendar

Consent Calendar items shall be adopted by a single vote unless removed by member request.

Administrative Matters

2. Attendance Register Pg. 6

A quorum shall consist of a majority of the membership of each SANBAG Policy Committee, except that all County Representatives shall be counted as one for the purpose of establishing a quorum. [admatt04.doc](#)

Notes/Actions

Consent Calendar (Continued)

3. **Procurement Report for April 2004** Pg. 8
 Receive Monthly Procurement Report. Susan Van Note
[ADM0405a-svn.doc](#)

Discussion Items**Administrative**

4. **SANBAG 2004/2005 Proposed Budget** Pg. 10
 Conduct the Board of Directors' Workshop for the Proposed
 2004/2005 Budget. Susan Van Note [adm0405b-svn.doc](#)
5. **Request for Proposal (RFP) for Banking Services** Pg. 12
 Approve release of Request for Proposal (RFP) No. 05-004
 for Banking Services. Susan Van Note [adm0405c-svn.doc](#)
6. **Lease of SANBAG Office Space** Pg. 20
 Administrative Committee approve authorization for the
 Executive Director to utilize Holdover Provision included in
 SANBAG Agreement No. 03-040 for leased office space at
 444 North Arrowhead Avenue. Darren Kettle
[adm0405a-dmk.doc](#)
7. **Board Member Attendance** Pg. 22
 Receive report and provide direction relative to Board
 Member attendance at SANBAG Board of Directors and
 policy committee meetings. Norm King
[ADM0405A-DRB.doc](#)
8. **Additional Items from Committee Members**
9. **Brief Comments by the General Public**

Additional Information

- Acronym List [Acronym List.doc](#) Pg. 24

ADJOURNMENT

Complete packages of the SANBAG agenda are available for public review at the SANBAG offices. Staff reports for items may be made available upon request. For additional information call (909) 884-8276.

San Bernardino Associated Governments

Meeting Procedures

The Ralph M. Brown Act is the state law which guarantees the public's right to attend and participate in meetings of local legislative bodies. These rules have been adopted by the San Bernardino Associated Governments (SANBAG) Board of Directors in accordance with the Brown Act, Government Code 54950 et seq., and shall apply at all meetings of the SANBAG Board of Directors and Policy Committees.

1. **Accessibility** – The SANBAG meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are needed in order to participate in the public meeting, requests should be made through the Clerk of the Board at least three (3) business days prior to the Board meeting. The Clerk's telephone number is (909) 884-8276 and office is located at 472 N. Arrowhead Avenue, San Bernardino, CA.
2. **Agendas** – All agendas are posted at 472 N. Arrowhead Avenue, San Bernardino at least 72 hours in advance of the meeting. Staff reports related to agenda items may be reviewed at the SANBAG offices located at 472 N. Arrowhead Avenue, San Bernardino.
3. **Agenda Actions** – Items listed on both the "Consent Calendar" and "Items for Discussion" contain suggested actions. The Board of Directors will generally consider items in the order listed on the agenda. However, items may be considered in any order. New agenda items can be added and action taken by two-thirds vote of the Board of Directors.
4. **Closed Session Agenda Items** – Consideration of closed session items *excludes* members of the public. These items include issues related to personnel, pending litigation, labor negotiations and real estate negotiations. Prior to each closed session, the Chair will announce the subject matter of the closed session. If action is taken in closed session, the Chair may report the action to the public at the conclusion of the closed session.
5. **Public Testimony on an Item** – Members of the public are afforded an opportunity to speak on any listed item. Individuals wishing to address the Board of Directors or Policy Committee Members should complete a "Request to Speak" form, provided at the rear of the meeting room, and present it to the SANBAG Clerk prior to the Board's consideration of the item. A "Request to Speak" form must be completed for *each* item an individual wishes to speak on. When recognized by the Chair, speakers should be prepared to step forward and announce their name and address for the record. In the interest of facilitating the business of the Board, speakers are limited to three (3) minutes on each item. Additionally, a twelve (12) minute limitation is established for the total amount of time any one individual may address the Board at any one meeting. The Chair or a majority of the Board may establish a different time limit as appropriate, and parties to agenda items shall not be subject to the time limitations.

The Consent Calendar is considered a single item, thus the three (3) minute rule applies. Consent Calendar items can be pulled at Board member request and will be brought up individually at the specified time in the agenda allowing further public comment on those items.

6. **Agenda Times** – The Board is concerned that discussion take place in a timely and efficient manner. Agendas may be prepared with estimated times for categorical areas and certain topics to be discussed. These times may vary according to the length of presentation and amount of resulting discussion on agenda items.
7. **Public Comment** – At the end of the agenda, an opportunity is also provided for members of the public to speak on any subject with SANBAG's authority. Matters raised under "Public Comment" may not be acted upon at that meeting. The time limits established in Rule #4 still apply.
8. **Disruptive Conduct** – If any meeting of the Board is willfully disrupted by a person or by a group of persons so as to render the orderly conduct of the meeting impossible, the Chair may recess the meeting or order the person, group or groups of persons willfully disrupting the meeting to leave the meeting or to be removed from the meeting. Disruptive conduct includes addressing the Board without first being recognized, not addressing the subject before the Board, repetitiously addressing the same subject, failing to relinquish the podium when requested to do so, or otherwise preventing the Board from conducting its meeting in an orderly manner.

Please be aware that a NO SMOKING policy has been established for SANBAG meetings. Your cooperation is appreciated!

Minute Action

AGENDA ITEM 1

Date: May 12, 2004

Subject: Information Relative to Possible Conflict of Interest

Recommendation * : Note agenda items and contractors/subcontractors, which may require member abstentions due to possible conflicts of interest.

Background: In accordance with California Government Code 84308, members of the SANBAG Board may not participate in the any action concerning a contract where they have received a campaign contribution of more than \$250 in the prior twelve months from an entity or individual, except for the initial award of a competitively bid public works contract. This agenda contains recommendations for action relative to the following contractors:

Item No.	Contract No.	Principals & Agents	Subcontractors
6	03-040	Yohko Arnett Owner	Inland Partners

Financial Impact: This item has no direct impact on the SANBAG budget.

Reviewed By: This item is prepared monthly for review by SANBAG Board and Committee members.

*

Approved
San Bernardino Associated Governments
Administrative Committee

Date

Moved: *Second:*

In Favor: *Opposed:*

Witnessed: _____

ADMINISTRATIVE COMMITTEE ATTENDANCE ROSTER - 2004

Name	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Patti Aguiar												
Paul Biane	X		X									
Dennis Hansberger	X	X	X	X								
Gwenn Norton-Perry	X		X									
Clifford Young		X		X								
Jerry Eaves												
Jim Bagley	X	X	X									
Larry McCallon			X	X								
Kelly Chastain	X	X										
Bill Alexander	X		X									
James Lindley				X								
Edward Burgnon	X	X	X	X								
Paul Eaton	X	X		X								
Robert Christman	X	X		X								

The crossed-out boxes indicate members who were not on the committee as of that month.
The empty boxes indicate member who did not attend the meeting that month.

Minute Action

AGENDA ITEM: _____

Date: May 12, 2004

Subject: Procurement Report for April 2004

Recommendation:* Receive Monthly Procurement Report.

Background: The Board of Directors approved the Contracting and Procurement Policy (Policy No. 11000) on January 3, 1997. The Executive Director, or his designee, is authorized to approve Purchase Orders up to an amount of \$25,000. All procurements for supplies and services approved by the Executive Director, or his designee, in excess of \$5,000 shall be routinely reported to the Administrative Committee and to the Board of Directors.

Attached are the purchase orders in excess of \$5,000 to be reported to the Administrative Committee for the month of April 2004.

Financial Impact: This item imposes no impact on SANBAG's FY 2003/04 Budget. Presentation of the monthly procurement report will demonstrate compliance with the Contracting and Procurement Policy (Policy No. 11000).

Reviewed By: This item is scheduled for review by the Administrative Committee on May 12, 2004.

Responsible Staff: Susan Van Note, Chief Financial Officer

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Approved
San Bernardino Associated Governments
Administrative Committee

Date: _____

Moved:

Second:

In Favor:

Opposed:

Abstained: 0

Witnessed: _____

PURCHASE ORDERS ISSUED FOR MARCH 2004

P.O. #	Vendor	Purpose	Sole Source Y/N	Amount
0495	Verizon California	Telephone Service for Depot	Y	\$ 17,457.92
0496	Terry Haines	On Call Right of Way Support Services	Y	\$ 25,000.00
0497	Soltek Pacific, Inc.	Water Meters for Depot	Y	\$ 8,534.00
0499	Townsend, Raimundo, Besier & Usher	Measure I Public Info Mailers	Y	\$ 25,000.00
0499A	Lynne York	Graphic Design for Measure I Mailers	Y	\$ 13,675.00
		TOTAL PURCHASE ORDERS ISSUED		\$ 89,666.92

Minute Action

AGENDA ITEM: _____

Date: May 12, 2004

Subject: SANBAG 2004/2005 Proposed Budget

Recommendation:* Conduct the Board of Directors' Workshop for the Proposed 2004/2005 Budget.

Background: The SANBAG 2004/2005 proposed budget has been developed in accordance with the schedule adopted by the SANBAG Board of Directors. The proposed budget document was distributed to the members of the Board of Directors at the May 5, 2004, meeting. This meeting will serve as an opportunity for a final Board of Directors' workshop review of the proposed budget prior to the scheduled adoption on June 2, 2004.

Task level budget development has been completed relative to all of the activities to be included in the FY 2004/2005 budget. SANBAG's budget process is structured to provide for the maximum level of input from SANBAG policy committees. Each policy committee has reviewed the tasks that relate to the functional areas of committee oversight and each task has been reviewed by **at least one** of the SANBAG policy committees.

SANBAG's budget process began with a review of the Board of Directors direction as it relates to short term goals and how it integrates with long term goals and objectives. Simultaneous with this review, staff analyzes available resources.

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Approved
San Bernardino Associated Governments
Administrative Committee

Date: _____

Moved: _____ *Second:* _____

In Favor: _____ *Opposed:* _____ *Abstained:* _____

Witnessed: _____

SANBAG develops a program based budget which is adopted with funding source detail. The modified accrual basis (where revenues are recognized when received and available to meet current year obligations) is the basis for SANBAG's FY 2004/2005. The Budget Summary shows the anticipated revenues and expenditures for new activity for the upcoming fiscal year.

Financial Impact: The 2004/2005 SANBAG proposed budget, totaling \$148,431,353 for new budget activity and \$46,351,350 in estimated encumbrances for a total of \$194,782,703 will establish the work program and financial approvals to guide the organization throughout the coming fiscal year.

Reviewed By: All five of the SANBAG policy committees have reviewed task descriptions and budgets for activities under their purview during the past month.

Responsible Staff: Susan Van Note, Chief Financial Officer

Minute Action

AGENDA ITEM: _____

Date: May 12, 2004

Subject: Request for Proposal (RFP) for Banking Services

Recommendation:* Approve release of Request for Proposal (RFP) No. 05-004 for Banking Services.

Background: SANBAG periodically reviews all banking relationships and services. SANBAG has a contract for banking services that will be expiring and it is appropriate, at this time, to formally request proposals in order to establish a new contract starting August 4, 2004. SANBAG continues to desire to make efficiencies, make improvements and to take advantage of new applicable technologies. This RFP will cover general depository coverage and cash management services. This RFP does not cover any other services, such as custody, investment or bond trustee services.

The intent of this RFP is to identify a financially secure banking institution that can offer the highest quality of service at the lowest overall cost to SANBAG.

Financial Impact: This item has no direct impact on the SANBAG budget. Staff time for monitoring and oversight of this process is consistent with the FY 2003/04 SANBAG budget. TN Indirect – Funding Indirect Cost Allocation

Reviewed By: This item will be reviewed by the Administrative Committee on May 12, 2004 and has been reviewed by SANBAG Counsel.

Responsible Staff: Susan Van Note, Chief Financial Officer

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Approved
San Bernardino Associated Governments
Administrative Committee

Date: _____

Moved:

Second:

In Favor:

Opposed:

Abstained:

Witnessed: _____

Minute Action

AGENDA ITEM: _____

Date: May 12, 2004

Subject: Lease of SANBAG Office Space

Recommendation:* Administrative Committee approve authorization for the Executive Director to utilize Holdover Provision included in SANBAG Agreement No. 03-040 for leased office space at 444 North Arrowhead Avenue.

Background: In December 2002, the SANBAG Board approved Agreement No. 03-040 for leased space at 444 North Arrowhead Avenue located two buildings south of the main SANBAG offices. The term of this agreement was 17 months from November 1, 2002 through March 31, 2004 with a guaranteed option of 60 days, anticipating that SANBAG's relocation to the restored San Bernardino Santa Fe Station would occur within this time period. In late February 2004, the SANBAG Executive Director informed the landlord of SANBAG's intent to exercise the guaranteed 60 day option through May 31, 2004. It has now become apparent that the relocation of the SANBAG offices cannot take place until mid-June 2004 at the earliest.

In light of this chain of events, staff and the landlord have agreed that utilizing the Holdover Provision included in Agreement No. 03-040 will permit SANBAG to remain in the current space on a month to month arrangement and minimize impacts to day to day business activities of SANBAG. The Holdover Provision includes a rent increase from current monthly rate of \$8,231 to \$10,289 for all suites occupied by SANBAG in the 444 N. Arrowhead building.

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Approved
San Bernardino Associated Governments
Administrative Committee

Date: _____

Moved:

Second:

In Favor:

Opposed:

Abstained:

Witnessed: _____

This item seeks approval by the Administrative Committee due to the lease expiration date of May 31, 2004. This approval will be forwarded to the June Board of Directors agenda to note action by the Administrative Committee.

Financial Impact: This action is consistent with the SANBAG 2003/04 Fiscal Year Budget and is to be funded from TN Indirect – Funding Indirect Cost Allocation and TN 0451400 – Measure I Valley Major Projects Funds.

Reviewed By: This item is scheduled for action by the Administrative Committee on May 12, 2004.

Responsible Staff: Darren M. Kettle, Director of Freeway Construction

Minute Action

AGENDA ITEM: _____

Date: May 12, 2004

Subject: Board Member Attendance

Recommendation:* Receive report and provide direction relative to Board Member attendance at SANBAG Board of Directors and policy committee meetings.

Background: This item has been placed on the Administrative Committee agenda to allow for general discussion of issues related to Board member attendance at meetings of the Board of Directors and SANBAG policy committees. Additional material will be provided at the meeting.

Financial Impact: This item has no impact upon the adopted SANBAG budget.

Reviewed By: This item is scheduled for consideration by the Administrative Committee on May 12, 2004.

Responsible Staff: Norm King, Executive Director

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Approved
San Bernardino Associated Governments
Administrative Committee

Date: _____

Moved:

Second:

In Favor:

Opposed:

Abstained:

Witnessed: _____

AB	Assembly Bill
ACE	Alameda Corridor East
ACT	Association for Commuter Transportation
ADA	Americans with Disabilities Act
APTA	American Public Transportation Association
AQMP	Air Quality Management Plan
ATMIS	Advanced Transportation Management Information Systems
BAT	Barstow Area Transit
CAC	Call Answering Center
CALACT	California Association for Coordination Transportation
CALCOG	California Association of Councils of Governments
CALSAFE	California Committee for Service Authorities for Freeway Emergencies
CALTRANS	California Department of Transportation
CARB	California Air Resources Board
CEQA	California Environmental Quality Act
CHP	California Highway Patrol
CMAQ	Congestion Mitigation and Air Quality
CMP	Congestion Management Program
CNG	Compressed Natural Gas
COG	Council of Governments
CSAC	California State Association of Counties
CTA	California Transit Association
CTAA	Community Transportation Association of America
CTC	California Transportation Commission
CTC	County Transportation Commission
CTP	Comprehensive Transportation Plan
DMO	Data Management Office
DOT	Department of Transportation
E&H	Elderly and Handicapped
EIR	Environmental Impact Report
EIS	Environmental Impact Statement
EPA	United States Environmental Protection Agency
ETC	Employee Transportation Coordinator
FEIS	Final Environmental Impact Statement
FHWA	Federal Highway Administration
FSP	Freeway Service Patrol
FTA	Federal Transit Administration
FTIP	Federal Transportation Improvement Program
GFOA	Government Finance Officers Association
GIS	Geographic Information Systems
HOV	High-Occupancy Vehicle
ICMA	International City/County Management Association
ICTC	Interstate Clean Transportation Corridor
IEEP	Inland Empire Economic Partnership
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
IIP/ITIP	Interregional Transportation Improvement Program
ITS	Intelligent Transportation Systems
IVDA	Inland Valley Development Agency
JARC	Job Access Reverse Commute
LACMTA	Los Angeles County Metropolitan Transportation Authority
LNG	Liquefied Natural Gas
LTF	Local Transportation Funds
MAGLEV	Magnetic Levitation
MARTA	Mountain Area Regional Transportation Authority
MBTA	Morongo Basin Transit Authority
MDAB	Mojave Desert Air Basin

MDAQMD	Mojave Desert Air Quality Management District
MIS	Major Investment Study
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
MSRC	Mobile Source Air Pollution Reduction Review Committee
MTP	Metropolitan Transportation Plan
NAT	Needles Area Transit
OA	Obligation Authority
OCTA	Orange County Transportation Authority
OWP	Overall Work Program
PASTACC	Public and Specialized Transportation Advisory and Coordinating Council
PDT	Project Development Team
PPM	Planning, Programming and Monitoring Funds
PVEA	Petroleum Violation Escrow Account
RCTC	Riverside County Transportation Commission
RDA	Redevelopment Agency
RFP	Request for Proposal
RIP	Regional Improvement Program
ROD	Record of Decision
RTAC	Regional Transportation Agencies' Coalition
RTIP	Regional Transportation Improvement Program
RTP	Regional Transportation Plan
RTPA	Regional Transportation Planning Agencies
SB	Senate Bill
SAFE	Service Authority for Freeway Emergencies
SANBAG	San Bernardino Associated Governments
SCAB	South Coast Air Basin
SCAG	Southern California Association of Governments
SCAQMD	South Coast Air Quality Management District
SCRRA	Southern California Regional Rail Authority
SED	Socioeconomic Data
SHOPP	State Highway Operations and Protection Program
SOV	Single-Occupant Vehicle
SRTP	Short Range Transit Plan
STAF	State Transit Assistance Funds
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TCM	Transportation Control Measure
TCRP	Traffic Congestion Relief Program
TDA	Transportation Development Act
TEA	Transportation Enhancement Activities
TEA-21	Transportation Equity Act for the 21 st Century of 1997
TIA	Traffic Impact Analysis
TMC	Transportation Management Center
TMEE	Traffic Management and Environmental Enhancement
TOC	Traffic Operations Center
TOPRS	Transit Operator Performance Reporting System
TSM	Transportation Systems Management
USFWS	United States Fish and Wildlife Service
UZAs	Urbanized Areas
VCTC	Ventura County Transportation Commission
VVTA	Victor Valley Transit Authority
WRCOG	Western Riverside Council of Governments